

Center Renewal Application, Staff Annual Training Form (Please use blue or black ink only)**Individual's Name:**

Please follow the attached instructions when completing this form. This form documents required annual training topics and hours (20 hours, 10 of which must be face-to-face) which must be completed before the center's license expires. Attach to this form copies of all training documentation from outside sources (i.e. CCR&R, Child Care Licensing, Conferences, Workshops, school transcripts, etc.).

In order for the center's license to be renewed a copy of this form must be completed for each director, assistant director, and caregiver. This form must also be completed for each substitute who works an average of 10 hours per week or more. Your Licensors will review these completed forms as part of your Announced Inspection.

Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training		Face to Face?		Topics Covered	Training Delivered By:	
/ /	Hours	Mins.	Yes	No	The provider's current written policies and procedures		
/ /	Hours	Mins.	Yes	No	The provider's current written emergency and disaster plan		
/ /	Hours	Mins.	Yes	No	Child abuse and neglect signs and symptoms, and legal reporting requirements		
/ /	Hours	Mins.	Yes	No	Principles of child growth and development, including development of the brain		
/ /	Hours	Mins.	Yes	No	Positive guidance		
/ /	Hours	Mins.	Yes	No	Preventing shaken baby syndrome, if infants or toddlers are cared for		
/ /	Hours	Mins.	Yes	No	Coping with crying babies, if infants or toddlers are cared for		
/ /	Hours	Mins.	Yes	No	Preventing Sudden Infant Death Syndrome, if infants or toddlers are cared for		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Supervision and Ratios (R430-100-11)		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Injury Prevention (R430-100-12)		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Parent Notification and Child Security. (R430-100-13)		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Child Health (430-100-14)		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Child Nutrition (R430-100-15)		
/ /	Hours	Mins.	Yes	No	Licensing Rules for Infection Control (R430-100-16)		
Total Hours & Mins. on this Page:	Hours	Mins.					

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Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training			Face to Face?				Topics Covered	Training Delivered By:
/ /	Hours		Mins.	Yes		No	Licensing Rules for Medications (R430-100-17)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Napping (R430- 100-18)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Child Discipline (R430-100-19)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Activities (R430- 100-20)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Transportation, if the center provides transportation (R430-100-21)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Animals, if the center permits animals (R430-100- 22)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Diapering, if the center diapers children (R430-100- 23)		
/ /	Hours		Mins.	Yes		No	Licensing Rules for Infant and Toddler Care, if infants or toddlers are cared for (R430-100-24)		
/ /	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No			
/ /	Hours		Mins.	Yes		No			
Total Hours & Mins. on this Page:	Hours		Mins.						
Total Hours & Mins. Page 1 + Page 2:	Hours		Mins.						

If you need additional pages to document the required 20 hours of training, copy and use the additional page below.

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Date of Training (mm/dd/yyyy)	Hours and/or Minutes of Training			Face to Face?			Topics Covered	Training Delivered By:
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
/ /	Hours		Mins.	Yes		No		
Total Hours & Mins. on this Page:	Hours		Mins.					
Total Hours & Mins. Pages 1 + 2 + 3:	Hours		Mins.					